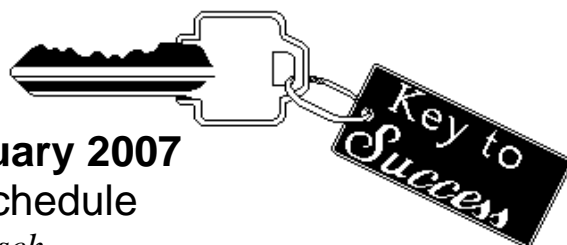


Training is one...



December 2006 – January 2007

Computer Training Schedule

Instructor: Rob Kersch

Subject	Day(s)	Date(s)	Times	Location	Training Hours
December 2006					
ACIS Inquiry	M	12/11/06	8:00 AM – 11:00 AM	MSP Computer Lab	3
Outlook 2003	M	12/11/06	12:00 PM – 4:00 PM	MSP Computer Lab	4
Excel 2003	Tu/W	12/19-20/06	8:00 AM – 4:00 PM	MSP Computer Lab	14
Excel Charts ¹	Th	12/21/06	8:00 AM – 4:00 PM	MSP Computer Lab	7
January 2007					
Basic Computer	W/Th	1/03-04/07	8:00 AM – 4:00 PM	MSP Computer Lab	14
Word 2003	M/Tu	1/08-09/07	8:00 AM – 4:00 PM	MSP Computer Lab	14
ACIS Inquiry	Th	1/11/07	8:00 AM – 11:00 AM	MSP Computer Lab	3
Outlook 2003	Th	1/11/07	12:00 PM – 4:00 PM	MSP Computer Lab	4
Excel 2003	W/Th	1/17-18/07	8:00 AM – 4:00 PM	MSP Computer Lab	14
Internet Research	M	1/22/07	8:00 AM – 4:00 PM	MSP Computer Lab	7
Word Mail Merges ²	W	1/24/07	8:00 AM – 4:00 PM	MSP Computer Lab	7
Windows File Management ³	Tu	1/30/07	8:00 AM – 4:00 PM	MSP Computer Lab	7

Notes

1. The Excel Charts class will cover topics on Building and Modifying Charts. *This class assumes that the user already knows basic Excel skills. You must have either taken the Excel 2000 or 2003 class or demonstrate sufficient knowledge to the instructor to enroll in this class.*

2. The Word Form Building class involves building forms utilizing tables, tabs, and form fields. *This class assumes that the user already knows basic Word skills. You must have either taken the Word 2000 class or demonstrate sufficient knowledge to the instructor to enroll in this class.*

3. The Windows File Management class involves learning how to save, find, and organize files in Windows Explorer, Word, Excel and other programs. *This class assumes that the user already knows basic Windows skills. If you do not have basic Windows skills, please enroll in the Basic Computer or Windows courses prior to taking this class.*

4. **Windows knowledge is prerequisite to every course** (with the exception of Basic Computer and Windows).

5. If you have any computer training needs, please contact Rob Kersch to arrange training.

****Most computer classes are accredited through Excelsior College. Contact the Instructor or Lisa Hunter for details.****

To register contact: Rob Kersch, 846-1320 extension 2207 or e-mail rkersch@mt.gov

IF ADEQUATE NUMBERS ARE NOT REGISTERED, THE CLASS WILL BE CANCELLED.

The DOC Training Unit makes reasonable accommodations for any known disability that may interfere with a person's ability to participate in training. Persons needing an accommodation must notify the Training Unit no later than 2 weeks before the date of training to allow adequate time to make needed arrangements. To make your request known, you can call 444-7917 or e-mail lihunter@mt.gov.